

STATE OF WASHINGTON
OFFICE OF FINANCIAL MANAGEMENT
AMENDMENT NO. 1

“Surety Bond Review”

Letter to Request Bids No. 10-600

OFM Letter to Request Bids No. 10-600 is amended to clarify the information to be included in a bidder’s response to the solicitation. Revisions are in **bold** print.

Bidder Response, is revised to read:

The proposal is to be brief but should include:

1. **Firm’s** experience on comparable projects;
2. Staff qualifications, **including resumes. Resumes must contain the following information and qualifications of the staff who will work on this project:**
 - a. **Name, position description**
 - b. **State if person is an employee, subcontractor, or any other relationship**
 - c. **Education, degrees, and certificates**
 - d. **Describe what skills the individual has in relationship to required expertise**
 - e. **Describe the individual’s past experience**
3. Project work plan;
4. **A detailed budget including the proposed number of hours per person with job title and their hourly rate. The hourly rate should be inclusive and include all administrative costs and any other expenses necessary to accomplish the objectives and produce the deliverables. (It is not anticipated that travel to Washington state will be required to conduct the surety bond review.)**
5. Names, addresses and telephone number of three (3) business references.

ALL OTHER TERMS AND CONDITIONS OF OFM LETTER TO REQUEST BIDS NO. 10-600 REMAIN IN FULL FORCE AND EFFECT.